



Registration Information – Please Review Carefully!

Early/School-Age Care and Education Professional Classes

The **Division of Child Care and Early Childhood Development**, of the Virginia Department of Social Services, provides classes throughout the Commonwealth of Virginia for early/school-age care and education professionals. This catalog includes the following:

- Classes for the Spring 2012 Semester – including a calendar of classes by region
- Other Resources
- Additional Educational Opportunities
- Virginia Professional Development Career Lattice

The VDSS training catalog may be viewed at www.dss.virginia.gov/family/cc/development_catalog.cgi.

These classes are open to early/school-age care and education professionals from:

- Licensed child day centers
- Certified preschools
- Public school preschool programs
- Voluntarily registered family day homes
- Unregulated child care providers paid by local departments of social services
- Religious exempt child day centers
- Early Head Start / Head Start programs
- Licensed family day homes
- Family day homes approved by a family day system
- Other early/school-age care and education professionals

GENERAL INFORMATION

- Carefully review the catalog and the registration procedures and payment options.
- Use the Spring 2012 Calendar of Classes by Region to help locate classes in your area.
- Photocopy the VDSS Class Registration Form as needed and **fully complete one (1) form per participant**.
- Make a copy of the completed VDSS Class Registration Form for your records before you submit it.
- Community College Workforce Alliance (CCWA) will mail class confirmation letters and directions once registrations have been received.
- If the class is filled or your registration arrives late, your payment will be returned to you. CCWA MUST RECEIVE REGISTRATION SEVEN (7) DAYS PRIOR TO THE CLASS DATE. No late registration will be accepted.
- A \$15 fee will be charged on checks returned for insufficient funds.
- Refreshments will not be provided. However, you may bring your own.

Registration Information



Registration Procedures and Payment Options – Please review carefully!

REGISTRATION OPTIONS

1. To Register for Classes by Mail

- Fully complete the VDSS Class Registration Form on page 4 (**one (1) form per participant**).
- **REMINDER:** Make a copy of the completed VDSS Class Registration Form for your records **before** you mail it!
- Mail the form with your payment made payable to:

COMMUNITY COLLEGE WORKFORCE ALLIANCE (CCWA)

ATTN: Child Care Classes (WDCC)

P.O. Box 85622

Richmond, VA 23285-5622

2. To Register for Classes by Fax (Credit Card Payments Only!)

- Fax your completed Registration Form (credit card payment information must be completed) to: (804) 371-3414

3. To Register ONLINE (Credit Card Payments Only!)

- Go to: www.ccwa.vccs.edu
- Click on: **VDSS Child Care Training**
- Select your class
- Complete the Online Registration Form (credit card payment information must be completed)
- Click Submit. (You will receive a confirmation that your registration has been received. This is NOT your confirmation to attend the class. CCWA will mail class confirmation letters and directions after registrations are processed.)

ATTENDING CLASSES

- You **MUST** bring your class confirmation letter to the class in order to be admitted and to receive a certificate.
- If you have not received a confirmation letter at least one week prior to the class date, please call the CCWA office at (804) 523-2298 or email VDSSclasses@ccwa.vccs.edu.
- Do not attend the class unless you receive a confirmation letter or verify with CCWA that you are registered.
- Walk-ins are NOT allowed. People who arrive at a class without pre-registering will not be admitted.
- If you are unable to attend or plan to send a substitute in your place, please call the CCWA office as soon as possible at (804) 523-2298.
- **Be on time.** Review directions and a map in advance to avoid getting lost. Clock hours will be reduced on the training certificate if you arrive late or leave early.
- Children are **NOT** allowed at VDSS classes. Participants bringing children will not be admitted.

REFUNDS

Participants may withdraw up to five business days before the class is scheduled to begin and receive a refund. No refunds are provided after this time. **To withdraw from a class, you must notify CCWA in writing.** Refund checks come from the Virginia State Treasury office and generally **will take six weeks to process.**

CANCELLED CLASSES

Each class is offered on the condition of adequate enrollment; VDSS and CCWA reserve the right to cancel or discontinue any class because of low enrollment or for other reasons deemed sufficient. VDSS and CCWA reserve the right to make the necessary changes in this schedule that may be dictated by enrollment, personnel requirements, or availability of facilities. **If a class is cancelled by VDSS or CCWA, a credit will be issued toward a future class.**

CONTINUING EDUCATION UNITS (CEU)s

In addition to the clock hours you will earn for each class, all VDSS early/school-age care and education professional classes now offer CEUs. The number of CEUs awarded depends upon successful class completion and varies according to class length. 0.1 CEU is awarded for each hour of actual instruction (e.g., a 4-hour class = 0.4 CEUs).

The Community College Workforce Alliance (CCWA) is a partnership between J. Sargeant Reynolds Community College and John Tyler Community College to serve the workforce and economic development needs of the region.

Training Classes and Fees for Spring 2012



TOPIC/TITLE	HOURS	COURSE NUMBER	FEES PER PERSON	PAGE NUMBER
Ages & Stages of Development for School-Age Children 5 to 8 Years Old	4	CHLD 2079	\$20	Page 12
Ages & Stages of Development for School-Age Children 9 to 12 Years Old	4	CHLD 2080	\$20	Page 12
AI's Caring Pals (2 Day class)	10	CHLD 2062	\$40	Page 13
Child Abuse and Neglect: Recognition and Reporting for School-Age Children	4	CHLD 2084	\$20	Page 14
Creating Appropriate Learning Environments in School-Age Child Care	4	CHLD 2078	\$20	Page 14
Developing Healthy Habits in Young Children	4	CHLD 2074	\$20	Page 15
Ethics for Early Childhood Professionals	4	CHLD 2072	\$20	Page 15
Facilitating Brain Development in Young Children	4	CHLD 2089	\$20	Page 16
Food Safety in the Child Care Environment	4	CHLD 2070	\$20	Page 16
Homework, Holiday & Summer Activities for School-Age Children	4	CHLD 2083	\$20	Page 17
Incorporating Creativity into Early Childhood Curricula	4	CHLD 2058	\$20	Page 17
Making Meal Times Fun in the Early Childhood Classroom	4	CHLD 2069	\$20	Page 18
Movin' and Groovin': Using Movement to Help Young Children Learn	4	CHLD 2056	\$20	Page 18
Nutritional Guidelines in Early Childhood	4	CHLD 2068	\$20	Page 19
Pinch, Pull, Twist, and Turn – Small Motor Development in Early Childhood	4	CHLD 2061	\$20	Page 19
Planning Appropriate Activities for School-Age Children	4	CHLD 2081	\$20	Page 20
Roles of Imagination, Play and Dramatic Play in Early Childhood	4	CHLD 2052	\$20	Page 20
Safety in a Quality Early Childhood Environment	4	CHLD 2066	\$20	Page 21
Teaching Young Children about Health, Safety and Nutrition	4	CHLD 2071	\$20	Page 21
Why is Creativity Important?	4	CHLD 2050	\$20	Page 22

VDSS Class Registration Form

NOTE: This form cannot be submitted electronically from the VDSS website. Fill out, print and mail or fax to CCWA. You can either print a copy of the blank form and write in the requested information, or you can type the requested information directly into the Registration Form and print it. You cannot save data typed into this form. Mail or fax the completed form(s) to CCWA as directed at the bottom of the form.



One Registration Form Per Participant

Name: Last: _____ First: _____ Full Middle: _____

Date of Birth: Month: _____ Day: _____ Year: _____ Gender: ☐ Male ☐ Female

Former/Maiden Name, if any: Last: _____ First: _____ Full Middle: _____

Have you ever attended or been employed by a Virginia community college? ☐ No ☐ Yes If yes, please provide your EMPLID: _____

Racial / ethnic group (optional): ☐ American Indian ☐ Asian or Pacific Islander ☐ Black ☐ Hispanic ☐ White ☐ Other: _____

E-mail address: _____ Home phone: (_____) _____

Mailing Address—Confirmation Letter Will Be Mailed to this Address (Please check one.) ☐ Home ☐ Business

Street: _____

City: _____ State: _____ Zip: _____

City or county of residence: _____

Employer business name: _____

Employer business phone: (_____) _____, extension: _____ Business fax: (_____) _____

Employer business street address: _____

City: _____ State: _____ Zip: _____

Please enroll me in the following early/school-age care and education professional class(es)

Course Number	Reg. No.	Course Title	Date	Location	Cost
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Payment Information

☐ Check (make payable to CCWA) Check #: _____

☐ Credit Card ☐ Visa ☐ MasterCard Credit card #: _____ Expiration date: _____

CVV number (3-digit security code found on the back of your credit card): _____

Cardholder's name (please print): _____

Agency / corporate card? ☐ No ☐ Yes Employer name: _____ EIN no: _____

*Participant's Social Security number: _____ - _____ - _____

Mail the form with your payment made payable to

Community College Workforce Alliance (CCWA), ATTN: Child Care Classes (WDCC), P.O. Box 85622, Richmond, VA 23285-5622 OR

Fax this form with credit card information to: (804) 371-3414

For questions, please call CCWA at (804) 523-2298 or email VDSSclasses@ccwa.vccs.edu. To view the catalog, visit the Virginia Department of Social Services at www.dss.virginia.gov/family/cc/development_catalog.cgi.